

Subject: Re: Preliminary review of copies of receipts

From: Avak Sarafian

Date: 02/25/2016 11:13 AM

To: Blair Besten

CC: Kevin Ocubillo <kevin.ocubillo@lacity.org>, Daveed Kapoor <k@utopiad.org>, Patti Berman <patti@historiccore.bid>

Good Morning Blair,

Thanks for providing this information. When the revised copies of receipts are submitted, I will review them. If anything is not clear, it can be addressed then.

Thanks,

Avak S.

(213) 978-1087

On Wed, Feb 24, 2016 at 3:14 PM, Blair Besten <blair@historiccore.bid> wrote:

Avak,

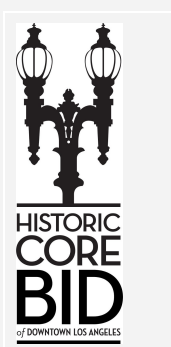
I've spoken with Hensel Phelps and they will get one invoice -- we paid them in total, these documents were the backup documentation to their invoice to us. I will get you a copy of an invoice from HP (that we paid in full.)

As far as spreadsheet, it is also backup documentation of expenses paid for by HP. The total of \$4,271 was included in our payment to them.

I spoke with Willa at HP and the spreadsheet was not labeled correctly. I'm not sure why. We spent a very small amount on 615 -- 639 was the severely damaged parklet which required most of the work.

We can get you a bank statement but other numbers will be blacked out other than the number. If you want to see who the payment is to though we would need to get a photocopy from the bank. Our statements only have the check numbers on the statement and the amount withdrawn.

Thanks

	<p>Blair Besten <i>Executive Director</i></p> <p>209-211 W 5th Street Los Angeles, California 90013</p> <p>p 213.488.1901 c 213.700.9829 HistoricCore.BID</p> <p>FOLLOW US ON: facebook / twitter / instagram</p> <p>24HR HOTLINE: 213/239-8336</p>
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On Wed, Dec 30, 2015 at 3:50 PM, Avak Sarafian <avak.sarafian@lacity.org> wrote:

Good Afternoon Blair,

I just completed preliminary review of the copies of receipts that were submitted in association with the \$16,859 proposed Agreement between your organization and the City of Los Angeles.

1. The shipping address / billing address / Sold to address on all of the documents does not indicate that the items were sold to Historic Core Business Improvement District Property Owners Association, Inc. The shipping / billing / Sold to addresses are all made out to one of the following: Cameron Patterson/Hensel Phelps, Hensel Phelps Construction, Willa Han, Hensel Phelps, Hensel Phelps Nat Pty, etc.

2. Also, some of the documentation indicates that expenses were incurred for "both parklets".

3. Also, an excel spreadsheet was included without copies of actual receipts relative to some of the expenses totaling \$4,271.

The funding of the proposed Agreement is meant to be paid to Historic Core Business Improvement District Property Owners Association, Inc. This is the entity that needs to show that expenses were incurred. For example, if your organization hired Hensel Phelps to complete the reconstruction work, the City needs to see copies of Invoice matched with bank statements showing payment to the construction contractor known as Hensel Phelps. The invoice copy in this case would need to describe the work that Hensel Phelps completed for your organization.

Also, the proposed funding is meant for only one parklet - located at 639 South Spring Street Los Angeles, CA 90013. Any documentation alluding to two parklets will have to be revised to show what part belongs to this specific address and what part belongs to the other parklet address that is not included in this proposed Agreement.

And, finally, copies of actual receipts will be needed rather than a spreadsheet that summarizes the expenditures relative to the spreadsheet totaling \$4,271.

If you have any questions, please call me at [\(213\) 978-1087](tel:2139781087).

Thanks,
Avak S.